

The Work Unit Numbering System

**Office of Research Administration
Naval Medical Research Center
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The following pages are a brief explanation of the concept of work unit numbers, their components, and the principles by which the numbering system is designed.

The Work Unit Numbering System

A Pictorial Explanation

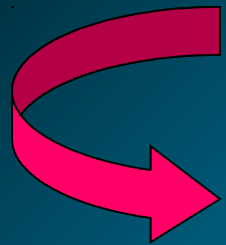
The following is an example of a full work unit number:

603706.00096.133.A00

The full work unit number is used to designate research project directions and information related to funding and local institutional identification.

The following pages explain each part of a full work unit number using the above example.

Program Element:

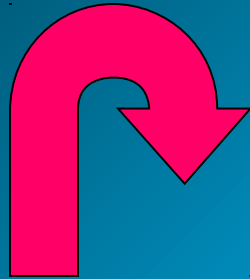


603706.00096.133.A0

**This number designates the level of research
Program 6 (RDT&E): basic, advanced, transition
to advanced development etc.**

**For specific extramural awards, this may be a
specific award or “grant” number.**

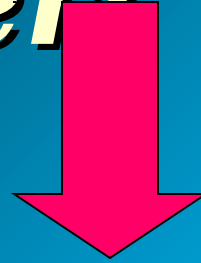
Project Number:



603706.00096.133.A007

This number is an agency designation for the research division under which the work unit is missioned. In Army funded work units, the Project Number is a general code for ID or BD effort.

Task Number:




603706.00096.**133**.A0078

This number designates the specific research which the scientific effort is meant to support. For non-funded work units, the Task Number is replaced by a letter code specific to the STO/STEP Army plan.

Local Control Number:

603706.00096.133.A0078




The final digits are a local laboratory identifier assigned by Command research administration personnel. The initial letter identifies the lab (e.g. A = NAMRU1, D = NAMRU2), the second two digits identify the year start date, and the final digits are an alphanumeric listing for all projects received in that year.

Local Control Number Ex

Lab ID:

Fiscal Year of Start Dat

A 00 78

The diagram shows the number 'A 00 78' in a large, bold, white font with black outlines. Each character is centered within a bright pink circle. A horizontal white line with a black outline runs beneath the circles. Three white arrows point to the components: one from 'Lab ID:' to the 'A', one from 'Fiscal Year of Start Dat' to the first '0', and one from 'Project Number Assigned in given FY.' to the '78'.

**Project Number Assigned in
given FY.**

Important Note

While local custom may lead us to refer to work units by the local control number (the last digits), providing the local control number alone on official documentation does not satisfy the need when the full work unit number is required. Careful attention to this distinction avoids incorrect routing, approvals and administration of materials for work units and their scientific progress.

